

1. Only the owner (s) listed on the original certificate of title may apply for a duplicate title. (If the lien is still in effect, the lienholder may apply).
2. All duplicate titles are mailed to either the lienholder or if none, to the owner.
3. If the original title listed a lienholder, and the loan has been paid, a Release of Lien must be submitted with the application for duplicate title. LIEN RELEASES MUST BE ORIGINAL. THIS DIVISION DOES NOT ACCEPT FAXED OR XEROXED COPIES OF LIEN RELEASES.
 - LOAN CONTRACTS STAMPED PAID ARE NOT ACCEPTED AS A RELEASE OF LIEN.
4. Automobile dealerships must not use their address or any address other than the owner's on the application for duplicate.
5. Owner (s) signature (s) must be notarized. If original title listed more than one owner, all owners listed must sign duplicate title application.
6. Notary public must sign and print name. If either is omitted, application will not be accepted.
7. Required fee for ALL duplicates titles is \$25.00.
8. Duplicate titles can only be applied for at the Pawtucket Division of Motor Vehicles, 286 Main Street, Title Section, Room 108, Pawtucket, RI 02860 from Monday to Friday (8:30 am – 3:15 pm). When applying in person, duplicate titles will be processed within 7-10 days. ALLOW 3-6 WEEKS WHEN APPLYING BY MAIL.